

STATE OF NEW JERSEY
SCHOOL EMERGENCY OPERATIONS PLAN GUIDELINES
ALERTING, WARNING AND COMMUNICATIONS ANNEX CHECKLIST

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I. SITUATION

- | | | |
|-------|----|---|
| _____ | A. | Describe your internal and external communications systems including commercial telephones, cellular service, radio, intercoms, pagers, phone bank, computer network, etc . (AWA 4) |
| _____ | B. | Describe any supplemental communications resources. (AWA 5) |
| _____ | C. | Describe the warning devices within your school giving type, power source, location and differing warning signals for specific threats. Provide a plot plan which displays the warning devices and area of coverage for each unit. If none, so state. (AWA 1) |
| _____ | D. | Describe any alternate means of warning. (e.g., room to room alerting procedures) |
| _____ | E. | Describe the backup power supply, and schedule of testing. |

I. OPERATIONS & CONTROL

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|-------|----|--|
| _____ | A. | Describe where and how warnings from various sources will be received and how they will be disseminated to key officials |
| _____ | B. | Describe how students and employees will be warned of impending threats. |
| _____ | C. | Describe the procedures for warning occupants of the facility during off-hours (night and weekends). |
| _____ | D. | Describe how local government will be warned of on-site emergencies. |
| _____ | E. | Describe warning procedures for hearing impaired and non-English speaking individuals. |
| _____ | F. | Describe how emergency assistance will be requested from local government or non-government service agencies and discuss who is authorized to make such requests. Include a protocol if the primary means of communications fails. (AWA 2) |

I. RESPONSIBILITIES

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|-------|----|--|
| _____ | A. | List Checklists/SOP's that address how the Alerting, Warning and Communications Group will accomplish the assigned tasks. If none, so state. (AWA 3) |
| _____ | B. | Provide for testing and exercising the warning /alerting devices and emergency communications equipment. State how often this will take place. |
| _____ | C. | Provide for an emergency equipment maintenance program, including the routine inspection of antennas and transmission lines, PA systems, emergency |

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lights, exit signs, and the regular testing of the emergency power generators.
State how often this will take place.

I. APPENDICES/ATTACHMENTS

- | | | |
|-------|------|---|
| _____ | AWA1 | A plot plan of the facility which displays the existing and projected warning devices and area of coverage for each unit. |
| _____ | AWA2 | Assistance Request SOP |
| _____ | AWA3 | Alert and Warning operational checklists/SOP's. |
| _____ | AWA4 | List the number of telephone lines, telephone numbers, (including facsimile) and radio frequencies. |
| _____ | AWA5 | List any agreements with community agencies or organizations to supplement the communications resources of the facility or school system. |